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**THE AIR FORCE LIBRARY AND INFORMATION SYSTEM
STRATEGIC PLAN**

March 2002

Prepared by

The Air Force Library Steering Committee

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THE AIR FORCE LIBRARY AND INFORMATION SYSTEM

STRATEGIC PLAN

FOREWORD

The Air Force Library and Information System (AFLIS), as a member of the DoD Joint MWR Library Forum, is tasked to develop a Strategic Plan that incorporates the goals identified in the DoD Joint MWR Libraries Strategic Plan. To that end, the Air Force Library Steering Committee (AFLSCOM) developed this plan during their Mar 02 meeting.

The AFLIS plays a critical informational and educational role in the Air Force. It supports command decisions, readiness, recruitment, retention, and job performance through access to information.

This Strategic Plan establishes the primary goals of AFLIS for 2002 through 2005. It also describes strategies, objectives, and milestones necessary to achieve these goals.

Management at all levels is responsible for ensuring that these goals are incorporated into the policies, procedures, directives, guidance, and operational objectives they establish. Each level of management should develop its own goals, objectives, and tasks to accomplish this plan.

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SECTION I

DoD MISSION AND GOALS

DoD MISSION STATEMENT

To support mission readiness, education and training, and enhance quality of life by providing access to information, and related programs and services through state-of-the-art technology, professional expertise, functional facilities and equipment, and customer-driven collections for commanders and the military community.

DoD JOINT MWR LIBRARIES STRATEGIC PLAN

GOAL – Improve the planning, budgeting and resource processes for libraries

GOAL – Train and maintain a quality professional workforce.

GOAL – Obtain and use state-of-the-art technology and equipment to support the library.

GOAL – Provide functional facilities.

GOAL – Provide comprehensive, customer-driven collections, programs, and services consistent with DoD MWR library standards and goals.

GOAL – Foster partnerships with local, regional, and national programs and professional organizations, groups and activities to maximize use of resources.

GOAL – Develop an aggressive advocacy and marketing program.

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SECTION II

AFLIS MISSION AND VISION

AFLIS MISSION

To provide access to knowledge and information supporting the Air Force mission, education, and quality of life programs

AFLIS VISION

Information professionals exploiting state-of-the-art technology to give customers immediate, global access to information when and where they want it.

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SECTION III

STRATEGIC PLANNING PROCESS

1. **Introduction.** Strategic planning is the process by which an organization decides where it wants to go and develops a strategy for getting there. The result of strategic planning is a road map showing the fundamental requirements that must be met in order to be successful and how to achieve those requirements. The most important insight for strategic planners is to understand that the future cannot be predicted. It is uncertainty that makes anticipating, planning, and preparing for the future essential.
2. **Purpose.** Strategic planning is important to the AFLIS because it:
 - a. Encourages cooperation for a common purpose.
 - b. Keeps the focus of the library and information community on its vision.
 - c. Provides a vehicle for the library and information community to link its vision with that of the Air Force, the major commands, installations, and the Services community.
 - d. Leverages the resources and abilities of the library and information community to do more.
3. **AFLIS Document.** This document provides background, support, and guidance for strategic planning at all levels and in all types of libraries and information centers. HQ AFSVA/SVPAL, MAJCOMs and libraries and information centers will each be responsible for preparing its own strategic plan to fulfill the general goals and objectives of this plan. Unique local goals and objectives that support the overarching goals of the DoD and AFLIS plan may be added to local plans. The ultimate result of this plan is to focus efforts at all levels to provide an affordable quality library and information system for the Air Force community.
4. **Key Result Areas.** The AFLIS Strategic Plan supports and implements seven key result areas identified by the DoD Joint MWR Libraries Strategic Plan goals. The following key result areas apply to all types of libraries and information centers.

a. Advocacy	e. Resources
b. Technology	f. Workforce
c. Facilities	g. Partnership
d. Programs	

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SECTION IV

PROGRAM PHILOSOPHY

1. **Introduction.** The AFLIS philosophy is a series of statements consisting of the beliefs and values of the leadership responsible for developing and operating the system since its inception. These values and beliefs are strongly influenced by those of the American Library and Special Library Associations. These philosophies are derived from evolving policies and practices primarily based on identified Air Force needs and the direction of the library information profession.
2. **Operating Philosophy.** The operating philosophy of the AFLIS is to:
 - a. Provide customer-driven programs and services delivering value and customer-driven acknowledged quality.
 - b. Make decisions based on customer focus and sound professional practices.
 - c. Develop a total quality culture that is forward-looking and responsive to constant change.
 - d. Instill individual accountability and stewardship.
3. **Background.** The AFLIS plays a central support role to the major commands and installations served. Wherever Air Force personnel are located, library and information services are available in varying degrees. Facilities are provided where knowledge, factual data, and creative and leisure interests may be explored and enjoyed by the Air Force community. Air Force libraries are mission-sustaining activities that are integral parts of the on-duty and off-duty lives of Air Force personnel and their families everywhere. They are essential contributors to mission readiness, mental fitness, and quality of life throughout the lives of the users.
4. **Role of the AFLIS and Librarians.** Roles are changing as a result of the dynamic nature of the Air Force served, organizational changes, customer demographics, and the new technologies available to access and deliver information. There is no question about the continued need for Air Force libraries and librarians as centers and facilitators of access to knowledge and information for an increasingly well educated, but small force.

The AFLIS mission focus must continually be evaluated to ensure it meets customer needs within available resources. Libraries are a service industry and must employ individuals who excel at working with people and providing quality service. A more competitive environment for information is evolving, which is complicated by opportunities for joint ventures with information brokers. This environment blurs the distinction between for-profit and not-for-profit information providers. Air Force libraries are not-for-profit entities. Librarians must seize the opportunity to define their role in bringing customers and information together. With changing

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Air Force missions, Air Force librarians must constantly re-define their role with leadership in bringing customer and information together.

5. **Access to Information.** The AFLIS is dedicated to the development of improved access to information for personnel at all grades and levels of responsibility by providing library service electronically when and where feasible. The AFLIS seeks to ensure the free flow of information to customers so they get the information they need in the desired format, when and where they want it. Improved access will take many forms during this planning cycle. Increased use of computer-related technology is one of the most vital factors to the success of all types of libraries. Our own and our customer's work tools are increasingly electronic. Planners must remember that computers are the means by which customer service can be enhanced through access to informational databases.
6. **Personnel Resources.** The key to the AFLIS is its people. Professional librarians, possessing at least a Masters Degree in Library and Information Science, must have the knowledge, skills, and abilities to be customer-oriented and forward thinking, capable of planning for future change. Library technicians will continue to assume greater responsibilities and must be well trained in order to work in a more complex technical environment. The role of new technologies has created a need for both electronic services reference librarians and systems maintenance personnel in libraries. Librarians and support staff together, by combining their valuable experience and dedication to AFLIS objectives, will round out the team needed to stay on the cutting edge of information services.
7. **Training.** A significant, positive personnel trend is the opportunity provided to librarians for continuing education. Librarians are strongly encouraged to and do participate in professional workshops such as the Military Librarians Workshop, Special Library Association Conferences, and the American Library Association Conferences. HQ AFSVA, the Defense Technical Information Center (DTIC), Online Computer Library Center (OCLC), Federal Library and Information Network (FEDLINK), and local and regional library networks and associations provide professional and technological courses.

The single most significant training opportunity for Air Force Librarians is the Air Force Librarians' Workshop, established in 1979. It is usually held in conjunction with the American Library Association Conference or is provided regionally. These workshops are a major contributing factor to the progress made in the AFLIS. The workshops help prepare librarians to meet the challenges of dealing with technological, professional, and organizational changes. Collegial interactions pave the way for unified thinking and planning. As a result, commands and librarians become a team capable of looking beyond local concerns and seeking the best for the entire Air Force community and the AFLIS. Annual regional training workshops on specific library procedures and new technologies also provide needed professional development. These training opportunities will increase in importance to ensure personnel keep up with new technologies, services, and programs.

8. **Delivery of Library Services.** An outstanding library mission-support service at USAF installations around the world is an achievement of which the Air Force leadership can be proud.

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This quality of service must be continuously maintained by incorporating ongoing economic, technological, social, organizational, and political changes. This can be accomplished by:

- a. Developing and implementing Air Force-wide standards that are applicable to all Air Force libraries. General libraries use *Golden Eagle Standards for Air Force General Libraries* (GES); other libraries and information centers should use portions of GES applicable to their operation as well as those standards published by appropriate professional associations.
 - b. Developing command-wide guidelines and standards to facilitate the further development of library operations responsive to new missions and customer needs.
 - c. Using *Corporate Prism* and input from individual library surveys to formulate plans.
 - d. Promoting research into library effectiveness and productivity and distributing the results.
 - e. Using professional standards published by the American Library Association, Special Libraries Association, Association of Colleges and Research Libraries, benchmarking, and locally developed metrics to measure the effectiveness of library and information center operations.
 - f. Implementing new technologies which improve customer services, productivity, cost benefits, and assure compatible hardware and software for smooth operation.
9. **Collection Development and Organization.** Collections must be current and reflect community needs and interests. The increased use of electronic materials and services should be regarded as extending access to the range of information resources made available to customers. They augment traditional services, and may or may not replace or reduce the need for traditional print formats. To meet these and other challenges presented by the changing character of information and its users, the AFLIS libraries must prepare and regularly revise written collection development and management policies.
10. **Automation.** While automation may not provide all answers to management improvement, it should be applied whenever and wherever it is found to be beneficial to customers, operationally efficient, and cost-effective. Automation should not be viewed as a method for reducing costs or personnel. Library automation will perform most of the labor-intensive tasks that were performed manually, freeing staff to assist customers in locating materials and using library resources. Personnel are needed to properly maintain computer systems and programs.
- Library automation must be planned for at all levels. Systems and programs should conform to AFLIS guidance to support standardization of common functions, resource sharing, and interface capabilities. Systems are reviewed regularly and updated when circumstances require it or new applications are available.
11. **Marketing.** Air Force libraries are strong supporters of the need to establish marketing plans and conduct public relations programs. These efforts are focused on gaining the goodwill and

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support of the Air Force community. Marketing efforts are designed to publicize the information resources and services available in all types of libraries that contribute to quality support of the Air Force mission, professional and off-duty education, and quality of life programs. Libraries use tools such as *Corporate Prism* and local survey data to improve and/or change their services to meet customer needs. The role of marketing becomes increasingly important as new technologies provide more options for customers to obtain information outside libraries. The role of the AFLIS will grow only if libraries and librarians aggressively demonstrate the relevance and everyday value of their services and products to the base leadership and to their community.

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SECTION V

AFLIS GOALS

AFLIS goals identified during the strategic planning session that support the overarching DoD Joint MWR Library goals are as follows:

KEY RESULT AREA	DoD GOAL	AFLIS GOAL
Advocacy	- Develop an aggressive advocacy and marketing program	- Develop an advocacy plan for base, MAJCOM, and AF level
Technology	- Obtain and use state-of-the-art technology and equipment to support the library	- Phase in customized web-based information delivery - Implement web-based corporate software
Facilities	- Provide functional facilities	- Get Facilities Master Plan approved
Resources	- Improve the planning, budgeting, and resource processes for libraries	- Explain the budgeting process at base, MAJCOM, and AF levels for accurate accounting and consistent reporting of financial expenditures
Programs	- Provide comprehensive, customer-driven collections, programs, and services consistent with DOD MWR library standards and goals	- Enhance the collections, programs, and services for mission support - Enhance the collections, programs, and services for education support - Enhance the collections, programs, and services for quality of life support
Workforce	- Train and maintain a quality professional workforce	- Establish a visionary and innovative library workforce reflecting SLA Core Competencies
Partnership	- Foster partnerships with local, regional, and national programs and professional organizations, groups and activities to maximize use of resources	- Strengthen the AFLIS program through partnerships with other internal and external agencies

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SECTION VI

AFLIS STRATEGIC PLAN OBJECTIVES, TASKS, MILESTONE DATES AND OPRs

ADVOCACY GOAL: Develop an advocacy plan for base, MAJCOM, AND AF level.

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.	Identify partners (get name, office, email address, phone number)	1 Aug 02	31 Aug 02	Base MAJCOM
	Assess needs of customers	1 Aug 02	31 Dec 02	Base
		1 Jan 03	28 Feb 03	MAJCOM
	Interface with advocacy partners	1 Oct 02	31 Dec 02	Base MAJCOM
	Validate standards	Mar 03	Mar 03	AFLSCOM
	Determine facts to be gathered and how to gather them	1 Aug 02	31 Dec 02	Base
		1 Jan 03	28 Feb 03	MAJCOM
	Determine items to cost out	1 Mar 03	1 Aug 03	AFLSCOM
	Identification of barriers	1 Aug 02	31 Dec 02	Base
		1 Jan 03	28 Feb 03	MAJCOM
	Define how we're unique from off-base libraries	1 Aug 02	31 Dec 02	Base
		1 Jan 03	28 Feb 03	MAJCOM
	Present development to date at AF Librarians Breakout session	Jun 02 and Jun 03	Jun 02 and Jun 03	SVPAL
	Compile information and finalize plan	1 Aug 03	30 Sep 03	AFLSCOM

TECHNOLOGY GOAL: Phase in customized web-based information delivery

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
100% of the bases have static web pages. Achieved by 30 Jun 03	MAJCOMs survey bases to determine current status at base level, include standard AF guidance (2 weeks)	15 Mar 02	1 Apr 02	MAJCOM

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TECHNOLOGY GOAL: Phase in customized web-based information delivery

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
	Determine where we want to go and feasibility of getting there (1 week)		June Breakout 02	AFLSCOM
	Establish minimum standards for web page content (1 week)		June Breakout 02	AFLSCOM
	Develop guidance/training on how to implement and maintain (6 weeks) [NOTE: FEDLINK provides HTML training]	15 Jul 02	1 Sep 02	AFLSCOM with tech assistance
	Bases implement guidance	Sep 02	June 03	Base
	Provide the big picture scenario of success stories and good implementation at conferences (12 weeks)		June 03 conference	SVPAL
25% of the bases have dynamic web pages (Achieved by Jun 03)	MAJCOMs survey bases to determine what's out there	15 Mar 02	1 Apr02	MAJCOM
	Where we want to go and the feasibility of getting there		June Breakout 02	AFLSCOM
	Establish minimum standards for web page content		June Breakout 02	AFLSCOM
	Conduct a usability study or prototype web page at a test base		July (email)	AFLSCOM
	Evaluate for design, PA compliance, customer friendliness, and ADA requirements		July	AFLSCOM SVPAL
	Develop prototype for implementation AF-wide		July	AFLSCOM
	Develop guidance/training on how to implement and maintain		1 Nov 02	AFLSCOM with tech assistance
	Implement	Nov 02	Jun 03	Bases

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TECHNOLOGY GOAL: Phase in customized web-based information delivery

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
25% of the bases have dynamic web pages (Achieved by Jun 03)	Provide big picture scenario of success stories and good implementation at conferences		Jun 03	SVPAL

TECHNOLOGY GOAL: Implement web-based corporate software

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Develop specifications for and acquire standard ILS and commercial ISP for AF libraries. Complete by FY04	Write specifications for ILS and ISP for standard AFLIS system	1 Oct 03	31 Mar 04	SVPAL
	Survey field for current status and requirements/needs	1 Sep 03	31 Sep 03	MAJCOM
	Conduct market research to determine what's available and estimated cost	1 Oct 03	31 Mar 04	SVPAL MAJCOM
	Develop statement of work to meet the requirements	1 Oct 03	31 Mar 04	SVPAL
	Determine acquisition cost for obtaining new or upgrading existing systems and ISPs	1 Apr 04	30 Jun 04	SVPAL
	Develop funding plan	1 Oct 03	30 Jun 04	SVPAL
	Develop documents for certification and accreditation	1 Oct 03	31 Mar 04	SVPAL
	Test systems to meet certification and accreditation requirements	1 Apr 04	Up to AFCA	SVPAL
	Purchase			SVPAL MAJCOM

FACILITIES GOAL: Get Facilities Master Plan approved

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Develop model for the design guide	Obtain and review other existing design guides		1 Jul 02	IL
	Identify facility standards, including DoD and industry standards	Oct 02	Oct 03	IL/SVPAL and contractor

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FACILITIES GOAL: Get Facilities Master Plan approved

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
	Write contractor statement of work	Jul 02	Oct 02	IL
	Identify funding for design guide	Jul 02	Oct 02	IL/SVPAL
Evaluate facilities against design guide	Create SOW	Oct 03	Dec 03	IL
	Identify funding	Oct 03	Dec 03	IL/SVPAL
	Determine an evaluation assessment team with interior designers	Mar 04		IL/SVPAL
	Write reports on facilities	Sep 04	Nov 04	IL/SVPAL
Prioritize e		Dec 04	Jan 05	
Advocate facility improvements	ALLTHREE	FY05		

RESOURCES GOAL: Explain the budgeting process at base, MAJCOM, and AF levels for accurate accounting and consistent reporting of financial expenditures.

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Assess the architecture for financial reporting for local funds. Complete by Apr 03.	Identify process as defined by AF FM	Oct 02	Nov 02	SVPAL
	Agency communicates findings to MAJCOM	Nov 02	Nov 02	SVPAL
	Identify inconsistencies at MAJCOM level by	Nov 02	Feb 03	MAJCOM
	MAJCOM tasks library directors, QAEs, and Flight Chiefs to validate the process is being applied correctly	Nov 02	Feb 03	MAJCOM Base
	Review responses and determine areas to be fixed	Mar 03	Mar 03	AFLSCOM meeting
	Define what items need to be reported	Mar 03	Mar 03	AFLSCOM meeting
	Marry up the coding through FM budgeting process with the BOS metrics and GES	Mar 03	Mar 03	AFLSCOM meeting

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RESOURCES GOAL: Explain the budgeting process at base, MAJCOM, and AF levels for accurate accounting and consistent reporting of financial expenditures.

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
	Develop a template for standard reporting (include FM and SVF) Based on coding requirements from AF and us, put into format that local libraries can use to develop their local APF budget	Mar 03	Apr 03	AFLSCOM
Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.	Identify process as defined by AF FM	Oct 02	Nov 02	SVPAL
	Agency communicates findings to MAJCOM	Nov 02	Nov 02	SVPAL
	Identify the inconsistencies at MAJCOM level by working with SVF and FM	Nov 02	Mar 03	MAJCOMs
	MAJCOM tasks library directors, QAEs, and flight chiefs to validate the process is being applied correctly	Nov 02	Mar 03	MAJCOM Base
	Review responses and determine areas to be fixed	Mar 03 meeting	Mar 03 meeting	AFLSCOM
	Define what needs to be included in budget categories. Start with USAFE model, survey bases.	Mar 03 meeting	Mar 03 meeting	AFLSCOM
	Revise USAFE model by adding EEICs	Mar 03 meeting	Mar 03 meeting	AFLSCOM
	Develop template for what needs to be included in the budget process using USAFE model and Air Force Services Agency Program Training Aid, NA-38 Appropriated Fund Support to Services Activities, Date Nov 98	Mar 03	Apr 03	AFLSCOM
Implementation of the process through all base level RMFCs. Complete by Apr 04	Present templates in training aid for RMFC (FM & SVF)	Apr 03	Jun 03	SVPAL

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RESOURCES GOAL: Explain the budgeting process at base, MAJCOM, and AF levels for accurate accounting and consistent reporting of financial expenditures.

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
	Staff and coordinate	Jun 03	Jun 03	SVPAL
	Briefing and handout on process at AFIT, FM Flight Chiefs and QAEs	Jun 03	Jun 03	IL SVPAL
	Check for implementation by RMFCs through library directors, QAEs, and flight chiefs	Oct 03	Oct 03	MAJCOM
	MAJCOM validates through review of the LARP with DoD financial report	Nov 03	Nov 03	MAJCOM
Train base level librarians about the mechanics of the budget process and financial reporting. Complete by Apr 04	Revise the existing training program to incorporate changes and to include a training aid	Jun 03	June 03	SVPAL
	Provide training at Activity Managers Course	Apr 04	Apr 04	SVPAL
	Update LARP instructions to include accurate EEIC reporting	Mar 03	Aug 03	SVPAL
	Use the SAVs and New Library Director Orientations for validation and training	Jun 03		MAJCOM
Train base level librarians to integrate all aspects of program planning into the budget process. Complete by Apr 04	Incorporate training to integrate all aspects of program planning into the budget process into existing training program. Elements to be incorporated include: <ul style="list-style-type: none"> - Identify program areas to integrate into the budget process; i.e., collection development, marketing, training, technology, etc. - Identify the elements of each program area to be included in the budget for accounting purposes 	Jun 03	Jun 03	SVPAL

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RESOURCES GOAL: Explain the budgeting process at base, MAJCOM, and AF levels for accurate accounting and consistent reporting of financial expenditures.

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Train base level librarians to integrate all aspects of program planning into the budget process. (Cont'd)	<ul style="list-style-type: none"> - Tie the elements to the appropriate accounting code - Develop plans for each program area to identify future needs and incorporate into future budget 			
	Provide training at Activity Managers Course	Apr 04	Apr 04	SVPAL
	Update LARP instructions to include accurate EEIC reporting	Mar 03	Aug 03	SVPAL
	Use the SAVs and New Library Director Orientations for validation and training	Jun 03		MAJCOM

PROGRAMS GOAL: Enhance the collections, programs, and services for mission support.

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Readiness – Support to special missions and deployed troops. Completed by Dec 02	Define and assess current support by whom, with what	Mar 02	15 Apr 02	IL SVPAL MAJCOM
	Decide what support is needed	Mar 02	15 Apr 02	IL SVPAL MAJCOM
	Decide can and when we should give it and who should give it	Mar 02	15 Apr 02	IL SVPAL MAJCOM
	Coordinate with MAJCOM for final approval	15 Apr 02	15 May 02	ILV
	Sign out by ILV	20 May 02	1 Jun 02	ILV
	Put guidance in WMP, WFRR, AFIs, readiness resources	Jun 02	Dec 02	ILV
	Distribute guidance	Jun 02	Dec 02	ILV

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PROGRAMS GOAL: Enhance the collections, programs, and services for mission support.

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03	Identify items already being purchased	Aug 02	Sep 02	MAJCOM Base
	Identify items needed at Base, MAJCOM, and Air Staff level - Ask MAJCOM/AF organizations what is needed (standard items) - Review base level orders	Aug 02	Dec 02	MAJCOM Base
	Identify problems; e.g., timeliness, responsiveness	Aug 02	Dec 02	MAJCOM Base
	Identify opportunities to consolidate	Jan 03	Apr 03	MAJCOM Base
Office Support – Increase consolidated buys: Online databases, reference materials, etc. (Cont'd)	Find solutions to problems	Jan 03	Apr 03	MAJCOM Base
	Coordinate and implement solutions to problems	Apr 03	May 03	MAJCOM Base
	Purchase materials	May 03	Jun 03	SVPAL MAJCOM

PROGRAMS GOAL: Enhance the collections, programs, and services for education support

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Develop plan for Education Assessment Program (EAP), AFI 36-2306	Analyze the EAP	Oct 02	Nov 02	MAJCOM Base
	Determine the level of support we can provide	Dec 02 meeting	Dec 02 meeting	ALFSCOM
	Include level of support to be provided in standards	Dec 02 meeting	Dec 02 meeting	AFLSCOM
Deliver PME support through links to PME website resources; e.g. AUL. Complete by Jun 03	Include PME website requirements in the standards	Mar 03 meeting	Mar 03 meeting	AFLSCOM
	Create PME links on library homepages	Jun 03	Jun 03	Bases

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PROGRAMS GOAL: Enhance the collections, programs, and services for education support

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Define the libraries role in support of PME	Develop a training aid on Library Support to PME	Oct 02	Mar 03	AUL
	Put training aid on AFLIS website	Mar 03	Mar 03	SVPAL
	Develop standard for PME support	Mar 03 meeting	Mar 03 meeting	AFLSCOM

PROGRAMS GOAL: Enhance the collections, programs, and services for quality of life support

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.	Identify programs and services that are relevant to each market segment	Aug 02	Dec 02	MAJCOM Base
	Examine needs assessment for market segments and their needs.	Aug 02	Dec 02	MAJCOM Base
	Prioritize needs	Jan 03	Feb 03	MAJCOM Base
	Determine programs to meet need	Jan 03 Mar 03	Feb 03 Mar 03	Base MAJCOM
	Cost out program	Mar 03	May 03	MAJCOM Base
	Implement program	Jun 03	Jun 04	MAJCOM Base
	Evaluate the program	Jun 03	Jun 04	MAJCOM Base
Build self-development programs for the AF community	Identify programs and services that are relevant to each market segment	Aug 02	Dec 02	MAJCOM Base
	Examine needs assessment for market segments and their needs	Aug 02	Dec 02	MAJCOM Base
	Prioritize needs	Jan 03	Feb 03	MAJCOM Base
	Determine programs to meet need	Mar 03 Jan 03	Mar 03 Feb 03	MAJCOM Base
	Cost out program	Mar 03	May 03	MAJCOM Base

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PROGRAMS GOAL: Enhance the collections, programs, and services for quality of life support

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
	Implement the program	Jun 03	Jun 04	MAJCOM Base
	Evaluate the program	Jun 03	Jun 04	MAJCOM Base

WORKFORCE GOAL: Establish a visionary and innovative library workforce reflecting SLA Core Competencies

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Establish a cross-feed program identifying innovative ideas. Complete by Jun 03	Request News & Views quarterly input	Jul 02		SVPAL MAJCOM
	MAJCOMs share cross-feed through Discussion List	Nov 02		MAJCOM
	Establish a cross-feed page on the AFLIS website for innovative ideas	Nov 02		SVPAL
	Utilize the Swap/Shop during the annual AF Librarians Breakout held in conjunction with ALA	Jun 02		SVPAL MAJCOM Base
Identify relevant regional library conferences and training opportunities	Define what's relevant for an innovative library workforce - Identify Internet-based training	Dec 02 meeting	Dec 02 meeting	AFLSCOM
	Include upcoming training during training sessions	Jun 03 breakout	Jun 03 breakou	SVPAL MAJCOM
	Include state/regional training available on the AFLIS Training web page	Dec 02	Dec 02	SVPAL
Encourage staff participation in professional organizations	Model behavior	Jun 02 ALA	Jun 02 ALA	SVPAL MAJCOM
	Make information available	Jun 02	Jun 03	SVPAL MAJCOM
	Use cross-feeds, trip reports, and conference reviews	Jun 02	Jun 03	SVPAL MAJCOM

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WORKFORCE GOAL: Establish a visionary and innovative library workforce reflecting SLA Core Competencies

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Develop Librarian career enhancement programs	Establish NAF Career program for librarians <ul style="list-style-type: none">- Identify the locations and grade of positions (usually NF 4 librarians) to include in the NAF program- Identify feeder group of potential registrants to fill covered positions, i.e., NF 3 that qualify for NF 4- Present to the Career Program Policy Council for review and comments- Brief Career Program Policy Council for approval by ILV- Submit budget request to AFSVA for NAF funding (PCS and training cost)- Fill and recruit all covered positions, fund PCS and training cost	May 02	May 02	ILV SVPAL
	Centralize funding requirements for training: APF and NAF <ul style="list-style-type: none">- Request funding during POM- Set criteria to use funding; i.e., training courses, limitations, etc.	May 02	May 02	ILV SVPAL
	Assess what needs to be done to implement a NAF career program and a centralized training fund	Jun 02 meeting	Jun 02 meeting	AFLSCOM

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PARTNERSHIP GOAL: Strengthen the AF Library program through partnerships with other internal and external agencies

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
Collaborate with your advocacy partners to improve programming	Develop an MOU template for institution support with education based on the results of the EAP analysis	Jan 03	Mar 03	AFLSCOM Bases
	Participate in Right Start and FTAC orientations, advisory councils, community councils, and national observance committees	Aug 02	May 03	Bases
	Institute cross-marketing within the Services Squadron	Aug 02	Dec 02	MAJCOM Bases
	Collaborate with other base activities to develop applicable programs identified in the needs assessment; e.g., Family support for personal finance, transition assistance, etc.	Jan 03	May 03	MAJCOM Bases
Establish relationships with external library organizations	Establish relationships with local, regional, and national organizations at base, MAJCOM, and AF level identified in Advocacy goal; e.g., ALA, MLD, local consortia, state library associations, etc.	Jan 03	May 03	SVPAL MAJCOM Base
	Collaborate with civilian organizations to develop mutually beneficial programs	Jan 03	May 03	Base
Implement Corporate Sponsorship program	Determine programs eligible for sponsorship at AF, MAJCOM, and base level utilizing the needs assessment	Feb 03	Jun 04	SVPAL MAJCOM Base

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PARTNERSHIP GOAL: Strengthen the AF Library program through partnerships with other internal and external agencies

AFLIS OBJECTIVE	TASK	START DATE	END DATE	OPR
	Collaborate with Marketing to develop programs for commercial sponsorships	Feb 03	Jun 04	SVPAL MAJCOM Base

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SECTION VII

AFLIS STRATEGIC PLAN BY MILESTONE DATES

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 02	Apr 02	MAJCOMs survey bases to determine current status at base level, include standard AF guidance (2 weeks)	MAJCOM	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Mar 02	Apr02	MAJCOMs survey bases to determine what's out there	MAJCOM	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
Mar 02	Apr 02	Define and assess current support by whom, with what	IL SVPAL MAJCOM	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Mar 02	Apr 02	Decide what support is needed	IL SVPAL MAJCOM	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Mar 02	Apr 02	Decide can and when we should give it and who should give it	IL SVPAL MAJCOM	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Apr 02	May 02	Coordinate with MAJCOM for final approval	ILV	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
May 02	May 02	Establish NAF Career program for librarians - Identify the locations and grade of positions (usually NF 4 librarians) to include in the NAF program - Identify feeder group of potential registrants to fill covered positions, i.e., NF 3 that qualify for NF 4	ILV	Workforce	Develop Librarian career enhancement programs

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
May 02	May 02	<ul style="list-style-type: none"> - Present to the Career Program Policy council for review - Brief Career Program Policy Council for approval by ILV - Submit budget request to AFSVA for NAF funding (PCS and training cost) - Fill and recruit all covered positions, fund PCS and training cost 	ILV	Workforce	Develop Librarian career enhancement programs
May 02	May 02	Centralize funding requirements for training: APF and NAF <ul style="list-style-type: none"> - Request funding during POM - Set criteria to use funding; i.e., training courses, limitations, etc. 	ILV	Workforce	Develop Librarian career enhancement programs
May 02	Jun 02	Sign out by ILV	ILV	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Jun 02 meeting	Jun 02 meeting	Determine where we want to go and feasibility of getting there (1 week)	AFLSCOM	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Jun 02 meeting	Jun 02 meeting	Establish minimum standards for web page content (1 week)	AFLSCOM	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Jun 02 meeting	Jun 02 meeting	Where we want to go and the feasibility of getting there	AFLSCOM	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
Jun 02 meeting	Jun 02 meeting	Establish minimum standards for web page content	AFLSCOM	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jun 02 meeting	Jun 02 meeting	Assess what needs to be done to implement a NAF career program and a centralized training fund	AFLSCOM	Workforce	Develop Librarian career enhancement programs
11-13 June 02	11-13 Jun 02	Present development of plan to date at AF Librarians Breakout	SVPAL	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
11-13 Jun 02	11-13 Jun 02	Utilize the Swap/Shop during the annual AF Librarians Breakout held in conjunction with ALA	SVPAL MAJCOM Base	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03
Jun 02 ALA	Jun 02 ALA	Model behavior	SVPAL MAJCOM	Workforce	Encourage staff participation in professional organizations
Jun 02	Jul 02	Obtain and review other existing design guides	IL	Facilities	Develop model for the facility design guide
Jun 02	Dec 02	Put guidance in WMP, WFRR, AFIs, readiness resources	ILV	Programs	Readiness – Support to special missions and deployed troops.
Jun 02	Dec 02	Distribute guidance	ILV	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Jun 02	Jun 03	Make information available	SVPAL MAJCOM	Workforce	Encourage staff participation in professional organizations
Jun 02	Jun 03	Use cross-feeds, trip reports, and conference reviews	SVPAL MAJCOM	Workforce	Encourage staff participation in professional organizations
Jul 02		Request News & Views quarterly input	SVPAL MAJCOM	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jul 02	Jul 02	Conduct a usability study or prototype web page at a test base	AFLSCOM	Technology	25% of the bases have dynamic web pages. Achieved by Jun 03.
Jul 02	Sep 02	Develop guidance/training on how to implement and maintain (6 weeks) [NOTE: FEDLINK provides HTML training.]	AFLSCOM with tech assist	Technology	100% of the bases have static web pages. Achieved by Jun 03
Jul 02	Oct 02	Write contractor statement of work	ILV	Facilities	Develop model for the facility design guide
Jul 02	Oct 02	Identify funding for design guide	ILV SVPAL	Facilities	Develop model for the facility design guide
Aug 02	Aug 02	Identify partners (get name, office, email address, phone number)	MAJCOM Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Aug 02	Aug 02	Evaluate for design, PA compliance, customer friendliness, and ADA requirements	SVPAL AFLSCOM	Technology	25% of the bases have dynamic web pages. Achieved by Jun 03.
Aug 02	Sep 02	Identify items already being purchased	MAJCOM Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Aug 02	Dec 02	Institute cross-marketing within the Services Squadron	MAJCOM Base	Partnership	Collaborate with your advocacy partners to improve programming
Aug 02	Dec 02	Identify programs and services that are relevant to each market segment	MAJCOM Base	Programs	Build self-develop. programs for the AF community
Aug 02	Dec 02	Examine needs assessment for market segments and their needs	MAJCOM Base	Programs	Build self-development programs for the AF community

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Aug 02	Dec 02	Identify programs and services that are relevant to each market segment	MAJCOM Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Aug 02	Dec 02	Examine needs assessment for market segments and their needs.	MAJCOM Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Aug 02	Dec 02	Identify items needed at Base, MAJCOM, and Air Staff level <ul style="list-style-type: none"> - Ask MAJCOM/AF organizations what is needed (standard items) - Review base level orders 	MAJCOM Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Aug 02	Dec 02	Identify problems; e.g., timeliness, responsiveness	MAJCOM Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Aug 02	Dec 02	Determine facts to be gathered and how to gather them	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Aug 02	Dec 02	Assess needs of customers	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Aug 02	Dec 02	Define how we're unique from off-base libraries	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Aug 02	Dec 02	Identification of barriers	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Aug 02	May 03	Participate in Right Start and FTAC orientations, advisory councils, community councils, and national observance committees	Bases	Partnership	Collaborate with your advocacy partners to improve programming
Sep 02	Sep 02	Develop prototype for implementation AF-wide	AFLSCOM	Technology	25% of the bases have dynamic web pages. Achieved by Jun 03.
Sep 02	Jun 03	Bases implement guidance	Base	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Oct 02	Nov 02	Develop guidance/training on how to implement and maintain	AFLSCOM with tech assistance	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
Oct 02	Nov 02	Identify process as defined by AF FM	SVPAL	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Oct 02	Nov 02	Identify process as defined by AF FM	SVPAL	Resources	Assess the architecture for financial budgeting for local and central funds.
Oct 02	Nov 02	Analyze the EAP	MAJCOM Base	Programs	Develop plan for Education Assessment Program (EAP), AFI 36-2306
Oct 02	Dec 02	Interface with advocacy partners	MAJCOM Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Oct 02	Mar 03	Develop a training aid on Library Support to PME	AUL	Programs	Define the libraries role in support of PME
Oct 02	Oct 03	Identify facility standards, including DoD and industry standards	IL/SVPAL and contractor	Facilities	Develop model for the design guide
Nov 02		MAJCOMs share cross-feed through Discussion List	MAJCOM	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03
Nov 02		Establish a cross-feed page on the AFLIS website for innovative ideas	SVPAL	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03
Nov 02	Nov 02	Agency communicates findings to MAJCOM	SVPAL	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Nov 02	Nov 02	Agency communicates findings to MAJCOM	SVPAL	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Nov 02	Feb 03	Identify inconsistencies at MAJCOM level by	MAJCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Nov 02	Feb 03	MAJCOM tasks library directors, QAEs, and Flight Chiefs to validate the process is being applied correctly	MAJCOM Base	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Nov 02	Mar 03	Identify the inconsistencies at MAJCOM level by working with SVF and FM	MAJCOM	Resources	Assess the architecture for financial budget for local and central funds.

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Nov 02	Mar 03	MAJCOM tasks library directors, QAEs, and flight chiefs to validate the process is being applied correctly	MAJCOM Base	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Nov 02	Jun 03	Implement	Bases	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
Dec 02 meeting	Dec 02 meeting	Determine the level of support we can provide	ALFSCOM	Programs	Develop plan for Education Assessment Program (EAP), AFI 36-2306
Dec 02 meeting	Dec 02 meeting	Include level of support to be provided in standards	AFLSCOM	Programs	Develop plan for Education Assessment Program (EAP), AFI 36-2306
Dec 02 meeting	Dec 02 meeting	Define what's relevant for an innovative library workforce - Identify Internet-based training	AFLSCOM	Workforce	Identify relevant regional library conferences and training opportunities
Dec 02	Dec 02	Include state/regional training available on the AFLIS Training web page	SVPAL	Workforce	Identify relevant regional library conferences and training opportunities
Jan 03	Feb 03	Assess needs of customers	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Jan 03	Feb 03	Prioritize needs	MAJCOM Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Jan 03	Feb 03	Identification of barriers	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jan 03	Feb 03	Define how we're unique from off-base libraries	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Jan 03	Feb 03	Determiner facts to be gathered and how to gather them	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Jan 03	Feb 03	Prioritize needs	MAJCOM Base	Programs	Build self-development programs for the AF community
Jan 03	Feb 03	Determine programs to meet need	Base	Programs	Build self-development programs for the AF community
Jan 03	Feb 03	Determine programs to meet need	Base	Programs	Build literacy programs and services for youth
Jan 03	Mar 03	Develop an MOU template for institution support with education based on the results of the EAP analysis	AFLSCOM Base	Partnership	Collaborate with your advocacy partners to improve programming
Jan 03	Apr 03	Identify opportunities to consolidate	MAJCOM Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Jan 03	Apr 03	Find solutions to problems	MAJCOM Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jan 03	May 03	Collaborate with other base activities to develop applicable programs identified in the needs assessment; e.g., Family support for personal finance, transition assistance, etc.	MAJCOM Base	Partnership	Collaborate with your advocacy partners to improve programming
Jan 03	May 03	Establish relationships with local, regional, and national organizations at base, MAJCOM, and AF level identified in Advocacy goal; e.g., ALA, MLD, local consortia, state library associations, etc.	SVPAL MAJCOM Base	Partnership	Establish relationships with external library organizations
Jan 03	May 03	Collaborate with civilian organizations to develop mutually beneficial programs	Base	Partnership	Establish relationships with external library organizations
Feb 03	Jun 04	Determine programs eligible for sponsorship at AF, MAJCOM, and base level utilizing the needs assessment	SVPAL MAJCOM	Partnership	Implement Corporate Sponsorship program
Feb 03	Jun 04	Collaborate with Marketing to develop programs for commercial sponsorships	Base	Partnership	Implement Corporate Sponsorship program
Feb 03	Jun 04	Determine programs eligible for sponsorship at AF, MAJCOM, and base level utilizing needs assessment	SVPAL MAJCOM Base	Partnership	Implement Corporate Sponsorship program
Mar 03 meeting	Mar 03 meeting	Review responses and determine areas to be fixed	AFLSCOM	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Mar 03 meeting	Mar 03 meeting	Define what needs to be included in budget categories. Start with USAFE model, survey bases.	AFLSCOM	Resources	Assess the architecture for financial budgeting for local and central funds.

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 03 meeting	Mar 03 meeting	Include PME website requirements in the standards	AFLSCOM	Programs	Deliver PME support through links to PME website resources; e.g. AUL. Complete by Jun 03
Mar 03 meeting	Mar 03 meeting	Develop standard for PME support	AFLSCOM	Programs	Define the libraries role in support of PME
Mar 03 meeting	Mar 03 meeting	Revise USAFE model by adding EEICs	AFLSCOM	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Mar 03 meeting	Mar 03 meeting	Review responses and determine areas to be fixed	AFLSCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Mar 03 meeting	Mar 03 meeting	Define what items need to be reported	AFLSCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Mar 03 meeting	Mar 03 meeting	Marry up the coding through FM budgeting process with the BOS metrics and GES	AFLSCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Mar 03	Mar 03	Validate standards	AFLSCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Mar 03	Mar 03	Put training aid on AFLIS website	SVPAL	Programs	Define the libraries role in support of PME
Mar 03	Mar 03	Determine programs to meet need	MAJCOM	Programs	Build self-development programs for the AF community

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 03	Mar 03	Determine programs to meet need	MAJCOM	Programs	Build literacy programs and services for youth
Mar 03	Apr 03	Develop a template for standard reporting (include FM and SVF) Based on coding requirements from AF and us, put into format that local libraries can use to develop their local APF budget	AFLSCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Mar 03	Apr 03	Develop template for what needs to be included in the budget process using USAFE model and Air Force Services Agency Program Training Aid, NA-38 Appropriated Fund Support to Services Activities, Date Nov 98	AFLSCOM	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Mar 03	May 03	Cost out program	MAJCOM Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Mar 03	May 03	Cost out program	MAJCOM Base	Programs	Build self-development programs for the AF community
Mar 03	Aug 03	Update LARP instructions to include accurate EEIC reporting	SVPAL	Resources	Train base level librarians about the mechanics of the budget process and financial reporting. Complete by Apr 04
Mar 03	Aug 03	Determine items to cost out	AFLSCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 03	Aug 03	Update LARP instructions to include accurate EEIC reporting	SVPAL	Resources	Train base level librarians to integrate all aspects of program planning into the budget process. Complete by Apr 04
Apr 03	May 03	Coordinate and implement solutions to problems	MAJCOM Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc.
Apr 03	Jun 03	Present templates in training aid for RMFC (FM & SVF)	SVPAL	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
May 03	Jun 03	Purchase materials	SVPAL MAJCOM	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Jun 03 Breakout	Jun 03 Breakout	Provide the big picture scenario of success stories and good implementation at conferences (12 weeks)	SVPAL	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Jun 03 Breakout	Jun 03 Breakout	Provide big picture scenario of success stories and good implementation at conferences	SVPAL	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
Jun 03 breakout	Jun 03 breakout	Include upcoming training during training sessions	SVPAL MAJCOM	Workforce	Identify relevant regional library conferences and training opportunities
Jun 03		Use the SAVs and New Library Director Orientations for validation and training	MAJCOM	Resources	Train base level librarians about the mechanics of the budget process and financial reporting.

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jun 03		Use the SAVs and New Library Director Orientations for validation and training	MAJCOM	Resources	Train base level librarians to integrate all aspects of program planning into the budget process. Complete by Apr 04
Jun 03	June 03	Revise the existing training program to incorporate changes and to include a training aid	SVPAL	Resources	Train base level librarians about the mechanics of the budget process and financial reporting.
Jun 03	Jun 03	Incorporate training to integrate all aspects of program planning into the budget process into existing training program. Elements to be incorporated include: <ul style="list-style-type: none"> - Identify program areas to integrate into the budget process; i.e., collection development, marketing, training, technology, etc. - Identify the elements of each program area to be included in the budget for accounting purposes - Tie the elements to the appropriate accounting code - Develop plans for each program area to identify future needs and incorporate into future budget 	SVPAL	Resources	Train base level librarians to integrate all aspects of program planning into the budget process. Complete by Apr 04
Jun 03	Jun 03	Create PME links on library homepages	Base	Programs	Deliver PME support through links to PME website resources; e.g. AUL. Complete by Jun 03

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jun 03	Jun 03	Staff and coordinate	SVPAL	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
Jun 03	Jun 03	Briefing and handout on process at AFIT, FM Flight Chiefs and QAEs	IL SVPAL	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
Jun 03	Jun 04	Implement program	MAJCOM Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Jun 03	Jun 04	Evaluate the program	MAJCOM Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Jun 03	Jun 04	Implement the program	MAJCOM Base	Programs	Build self-development programs for the AF community
Jun 03	Jun 04	Evaluate the program	MAJCOM Base	Programs	Build self-development programs for the AF community
Aug 03	Sep 03	Compile information and finalize plan	AFLSCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Sep 03	Sep 03	Survey field for current status and requirements/needs	SVPAL MAJCOM	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Oct 03	Oct 03	Check for implementation by RMFCs through library directors, QAEs, and flight chiefs	MAJCOM	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
Oct 03	Dec 03	Create SOW	IL	Facilities	Evaluate facilities against design guide
Oct 03	Dec 03	Identify funding	IL SVPAL	Facilities	Evaluate facilities against design guide
Oct 03	Mar 04	Write specifications for ILS and ISP for standard AFLIS system	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Oct 03	Mar 04	Develop documents for certification and accreditation	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries.
Oct 03	Mar 04	Conduct market research to determine what's available and estimated cost	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Oct 03	Mar 04	Develop statement of work to meet the requirements	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Oct 03	Jun 04	Develop funding plan	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Nov 03	Nov 03	MAJCOM validates through review of the LARP with DoD financial report	MAJCOM	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
Mar 04	Mar 04	Determine an evaluation assessment team with interior designers	IL SVPAL	Facilities	Evaluate facilities against design guide
Apr 04	Apr 04	Provide training at Activity Managers Course	SVPAL	Resources	Train base level librarians about the mechanics of the budget process and financial reporting. Complete by Apr 04
Apr 04	Apr 04	Provide training at Activity Managers Course	SVPAL	Resources	Train base level librarians to integrate all aspects of program planning into the budget process.
Apr 04	Jun 04	Determine acquisition cost for obtaining new or upgrading existing systems and ISPs	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Apr 04	Up to AFCA	Test systems to meet certification and accreditation requirements	SVPAL MAJCOM	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
After Apr 04	After Apr 04	Purchase	SVPAL MAJCOM	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Sep 04	Nov 04	Write reports on facilities	IL SVPAL	Facilities	Evaluate facilities against design guide

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START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Dec 04	Jan 05		AFLSCOM MAJCOM	Facilities	Prioritize facility projects
FY05	FY05		SVPAL Base	Facilities	Advocate facility improvements

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SECTION VIII

AFLIS STRATEGIC PLAN BY OPR

OPR: ILV

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 02	Apr 02	Decide what support is needed	ILV	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Mar 02	Apr 02	Decide can and when we should give it and who should give it	ILV	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Mar 02	Apr 02	Define and assess current support by whom, with what	ILV	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Apr 02	May 02	Coordinate with MAJCOM for final approval	ILV	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
May 02	May 02	Establish NAF Career program for librarians - Identify the locations and grade of positions (usually NF 4 librarians) to include in the NAF program - Identify feeder group of potential registrants to fill covered positions, i.e., NF 3 that qualify for NF 4 - Present to the Career Program Policy Council for review and comment - Brief Career Program Policy Council for approval by ILV - Submit budget request to AFSVA for NAF funding (PCS and training cost)	ILV SVPAL	Workforce	Develop Librarian career enhancement programs

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OPR: ILV (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
May 02	May 02	- Fill and recruit all covered positions, fund PCS and training cost	ILV SVPAL	Workforce	Develop Librarian career enhancement program
May 02	May 02	Centralize funding requirements for training: APF and NAF - Request funding during POM - Set criteria to use funding; i.e., training courses, limitations, etc.	ILV SVPAL	Workforce	Develop Librarian career enhancement programs
May 02	Jun 02	Sign out by ILV	ILV	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Jun 02	Jul 02	Obtain and review other existing design guides	ILV	Facilities	Develop model for the facility design guide
Jun 02	Dec 02	Put guidance in WMP, WFRR, AFIs, readiness resources	ILV	Programs	Readiness – Support to special missions and deployed troops. Complete: Dec 02
Jun 02	Dec 02	Distribute guidance	ILV	Programs	Readiness – Support to special missions and deployed troops. Complete: Dec 02
Jul 02	Oct 02	Write contractor statement of work	ILV	Facilities	Develop model for the facility design guide
Jul 02	Oct 02	Identify funding for design guide	ILV	Facilities	Develop model for the facility design guide
Oct 02	Oct 03	Identify facility standards, including DoD and industry standards	IL/SVPAL and contractor	Facilities	Develop model for the design guide
Jun 03	Jun 03	Briefing and handout on process at AFIT, FM Flight Chiefs and QAEs	ILV	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
Oct 03	Dec 03	Create SOW	ILV	Facilities	Evaluate facilities against design guide
Oct 03	Dec 03	Identify funding	ILV	Facilities	Evaluate facilities against design guide

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OPR: ILV (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 04	Mar 04	Determine an evaluation assessment team with interior designers	ILV	Facilities	Evaluate facilities against design guide
Sep 04	Nov 04	Write reports on facilities	ILV	Facilities	Evaluate facilities against design guide

OPR: SVPAL

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 02	Apr 02	Define and assess current support by whom, with what	SVPAL	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Mar 02	Apr 02	Decide what support is needed	SVPAL	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Mar 02	Apr 02	Decide can and when we should give it and who should give it	SVPAL	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
May 02	May 02	Establish NAF Career program for librarians - Identify the locations and grade of positions (usually NF 4 librarians) to include in the NAF program - Identify feeder group of potential registrants to fill covered positions, i.e., NF 3 that qualify for NF 4 - Present to the Career Program Policy Council for review and comment - Brief Career Program Policy Council for approval by ILV	ILV SVPAL	Workforce	Develop Librarian career enhancement programs

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OPR: SVPAL (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
May 02	May 02	- Submit budget request to AFSVA for NAF funding (PCS and training cost)- Fill and recruit all covered positions, fund PCS and training cost	ILV SVPAL	Workforce	Develop Librarian career enhancement program
May 02	May 02	Centralize funding requirements for training: APF and NAF - Request funding during POM - Set criteria to use funding; i.e., training courses, limitations, etc.	ILV SVPAL	Workforce	Develop Librarian career enhancement programs
11-13 June 02	11-13 Jun 02	Present development of plan to date at AF Librarians Breakout	SVPAL	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
11-13 Jun 02	11-13 Jun 02	Utilize the Swap/Shop during the annual AF Librarians Breakout held in conjunction with ALA	SVPAL	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03
Jun 02 ALA	Jun 02 ALA	Model behavior	SVPAL	Workforce	Encourage staff participation in professional organizations
Jun 02	Jun 03	Make information available	SVPAL	Workforce	Encourage staff participation in professional organizations
Jun 02	Jun 03	Use cross-feeds, trip reports, and conference reviews	SVPAL	Workforce	Encourage staff participation in professional organizations
Jul 02		Request News & Views quarterly input	SVPAL	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03
Jul 02	Oct 02	Identify funding for design guide	SVPAL	Facilities	Develop model for the facility design guide

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OPR: SVPAL (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Aug 02	Aug 02	Evaluate for design, PA compliance, customer friendliness, and ADA requirements	SVPAL	Technology	25% of the bases have dynamic web pages. Achieved by Jun 03.
Oct 02	Nov 02	Identify process as defined by AF FM	SVPAL	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Oct 02	Nov 02	Identify process as defined by AF FM	SVPAL	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Oct 02	Oct 03	Identify facility standards, including DoD and industry standards	IL/SVPAL and contractor	Facilities	Develop model for the design guide
Nov 02		Establish a cross-feed page on the AFLIS website for innovative ideas	SVPAL	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03
Nov 02	Nov 02	Agency communicates findings to MAJCOM	SVPAL	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Nov 02	Nov 02	Agency communicates findings to MAJCOM	SVPAL	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Dec 02	Dec 02	Include state/regional training available on the AFLIS Training web page	SVPAL	Workforce	Identify relevant regional library conferences and training opportunities

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OPR: SVPAL (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jan 03	May 03	Establish relationships with local, regional, and national organizations at base, MAJCOM, and AF level identified in Advocacy goal; e.g., ALA, MLD, local consortia, state library associations, etc.	SVPAL	Partnership	Establish relationships with external library organizations
Feb 03	Jun 04	Determine programs eligible for sponsorship at AF, MAJCOM, and base level utilizing the needs assessment	SVPAL	Partnership	Implement Corporate Sponsorship program
Feb 03	Jun 04	Determine programs eligible for sponsorship at AF, MAJCOM, and base level utilizing the needs assessment	SVPAL	Partnership	Implement Corporate Sponsorship program
Mar 03	Mar 03	Put training aid on AFLIS website	SVPAL	Programs	Define the libraries role in support of PME
Mar 03	Aug 03	Update LARP instructions to include accurate EEIC reporting	SVPAL	Resources	Train base level librarians about the mechanics of the budget process and financial reporting. Complete by Apr 04
Mar 03	Aug 03	Update LARP instructions to include accurate EEIC reporting	SVPAL	Resources	Train base level librarians to integrate all aspects of program planning into the budget process. Complete by Apr 04
Apr 03	Jun 03	Present templates in training aid for RMFC (FM & SVF)	SVPAL	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04

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OPR: SVPAL (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
May 03	Jun 03	Purchase materials	SVPAL	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Jun 03 Breakout	Jun 03 Breakout	Provide the big picture scenario of success stories and good implementation at conferences (12 weeks)	SVPAL	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Jun 03 Breakout	Jun 03 Breakout	Provide big picture scenario of success stories and good implementation at conferences	SVPAL	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
Jun 03 breakout	Jun 03 breakout	Include upcoming training during training sessions	SVPAL	Workforce	Identify relevant regional library conferences and training opportunities
Jun 03	June 03	Revise the existing training program to incorporate changes and to include a training aid	SVPAL	Resources	Train base level librarians about the mechanics of the budget process and financial reporting. Complete by Apr 04
Jun 03	Jun 03	Incorporate training to integrate all aspects of program planning into the budget process into existing training program. Elements to be incorporated include: - Identify program areas to integrate into the budget process; i.e., collection development, marketing, training, technology, etc. - Identify the elements of each program area to be included in the budget for accounting purposes	SVPAL	Resources	Train base level librarians to integrate all aspects of program planning into the budget process. Complete by Apr 04

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OPR: SVPAL (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jun 03 (Cont'd)	Jun 03	<ul style="list-style-type: none"> - Tie the elements to the appropriate accounting code - Develop plans for each program area to identify future needs and incorporate into future budget 	SVPAL	Resources	Train base level librarians to integrate all aspects of program planning into the budget process. Complete by Apr 04
Jun 03	Jun 03	Staff and coordinate	SVPAL	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
Jun 03	Jun 03	Briefing and handout on process at AFIT, FM Flight Chiefs and QAEs	SVPAL	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
Sep 03	Sep 03	Survey field for current status and requirements/needs	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Oct 03	Dec 03	Identify funding	SVPAL	Facilities	Evaluate facilities against design guide
Oct 03	Mar 04	Write specifications for ILS and ISP for standard AFLIS system	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Oct 03	Mar 04	Develop documents for certification and accreditation	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04

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OPR: SVPAL (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Oct 03	Mar 04	Conduct market research to determine what's available and estimated cost	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Oct 03	Mar 04	Develop statement of work to meet the requirements	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Oct 03	Jun 04	Develop funding plan	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Mar 04	Mar 04	Determine an evaluation assessment team with interior designers	SVPAL	Facilities	Evaluate facilities against design guide
Apr 04	Apr 04	Provide training at Activity Managers Course	SVPAL	Resources	Train base level librarians about the mechanics of the budget process and financial reporting. Complete by Apr 04
Apr 04	Apr 04	Provide training at Activity Managers Course	SVPAL	Resources	Train base level librarians to integrate all aspects of program planning into the budget process. Complete by Apr 04
Apr 04	Jun 04	Determine acquisition cost for obtaining new or upgrading existing systems and ISPs	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04

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OPR: SVPAL (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Apr 04	Up to AFCA	Test systems to meet certification and accreditation requirements	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
After Apr 04	After Apr 04	Purchase	SVPAL	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Sep 04	Nov 04	Write reports on facilities	SVPAL	Facilities	Evaluate facilities against design guide
FY05	FY05		SVPAL	Facilities	Advocate facility improvements

OPR: AUL

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Oct 02	Mar 03	Develop a training aid on Library Support to PME	AUL	Programs	Define the libraries role in support of PME

OPR: AFLSCOM

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jun 02 meeting	Jun 02 meeting	Determine where we want to go and feasibility of getting there (1 week)	AFLSCOM	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Jun 02 meeting	Jun 02 meeting	Establish minimum standards for web page content (1 week)	AFLSCOM	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Jun 02 meeting	Jun 02 meeting	Where we want to go and the feasibility of getting there	AFLSCOM	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)

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OPR: AFLSCOM (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jun 02 meeting	Jun 02 meeting	Establish minimum standards for web page content	AFLSCOM	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
Jun 02 meeting	Jun 02 meeting	Assess what needs to be done to implement a NAF career program and a centralized training fund	AFLSCOM	Workforce	Develop Librarian career enhancement programs
Jul 02	Jul 02	Conduct a usability study or prototype web page at a test base	AFLSCOM	Technology	25% of the bases have dynamic web pages. Achieved by Jun 03.
Jul 02	Sep 02	Develop guidance/training on how to implement and maintain (6 weeks) [NOTE: FEDLINK provides HTML training.]	AFLSCOM with tech assist	Technology	100% of the bases have static web pages. Achieved by Jun 03
Aug 02	Aug 02	Evaluate for design, PA compliance, customer friendliness, and ADA requirements	AFLSCOM	Technology	25% of the bases have dynamic web pages. Achieved by Jun 03
Sep 02	Sep 02	Develop prototype for implementation AF-wide	AFLSCOM	Technology	25% of the bases have dynamic web pages. Achieved by Jun 03.
Oct 02	Nov 02	Develop guidance/training on how to implement and maintain	AFLSCOM with tech assistance	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
Dec 02 meeting	Dec 02 meeting	Determine the level of support we can provide	ALFSCOM	Programs	Develop plan for Education Assessment Program (EAP), AFI 36-2306
Dec 02 meeting	Dec 02 meeting	Include level of support to be provided in standards	AFLSCOM	Programs	Develop plan for Education Assessment Program (EAP), AFI 36-2306
Dec 02 meeting	Dec 02 meeting	Define what's relevant for an innovative library workforce - Identify Internet-based training	AFLSCOM	Workforce	Identify relevant regional library conferences and training opportunities
Jan 03	Mar 03	Develop an MOU template for institution support with education based on EAP analysis results	AFLSCOM	Partnership	Collaborate with your advocacy partners to improve programming

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OPR: AFLSCOM (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 03 meeting	Mar 03 meeting	Review responses and determine areas to be fixed	AFLSCOM	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Mar 03 meeting	Mar 03 meeting	Define what needs to be included in budget categories. Start with USAFE model, survey bases.	AFLSCOM	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Mar 03 meeting	Mar 03 meeting	Include PME website requirements in the standards	AFLSCOM	Programs	Deliver PME support through links to PME website resources; e.g. AUL. Complete by Jun 03
Mar 03 meeting	Mar 03 meeting	Develop standard for PME support	AFLSCOM	Programs	Define the libraries role in support of PME
Mar 03 meeting	Mar 03 meeting	Revise USAFE model by adding EEICs	AFLSCOM	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Mar 03 meeting	Mar 03 meeting	Review responses and determine areas to be fixed	AFLSCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Mar 03 meeting	Mar 03 meeting	Define what items need to be reported	AFLSCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Mar 03 meeting	Mar 03 meeting	Marry up the coding through FM budgeting process with the BOS metrics and GES	AFLSCOM	Resources	Assess the architecture for financial reporting for local funds.

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OPR: AFLSCOM (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 03	Mar 03	Validate standards	AFLSCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Mar 03	Apr 03	Develop a template for standard reporting (include FM and SVF) Based on coding requirements from AF and us, put into format that local libraries can use to develop their local APF budget	AFLSCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Mar 03	Apr 03	Develop template for what needs to be included in the budget process using USAFE model and Air Force Services Agency Program Training Aid, NA-38 Appropriated Fund Support to Services Activities, Date Nov 98	AFLSCOM	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Mar 03	Aug 03	Determine items to cost out	AFLSCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Aug 03	Sep 03	Compile information and finalize plan	AFLSCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Dec 04	Jan 05		AFLSCOM	Facilities	Prioritize facility projects

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OPR: MAJCOM

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 02	Apr 02	MAJCOMs survey bases to determine current status at base level, include standard AF guidance (2 weeks)	MAJCOM	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Mar 02	Apr 02	Define and assess current support by whom, with what	MAJCOM	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Mar 02	Apr 02	Decide what support is needed	MAJCOM	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Mar 02	Apr 02	Decide can and when we should give it and who should give it	MAJCOM	Programs	Readiness – Support to special missions and deployed troops. Completed by Dec 02
Mar 02	Apr02	MAJCOMs survey bases to determine what's out there	MAJCOM	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
11-13 Jun 02	11-13 Jun 02	Utilize the Swap/Shop during the annual AF Librarians Breakout held in conjunction with ALA	MAJCOM	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03
Jun 02 ALA	Jun 02 ALA	Model behavior	MAJCOM	Workforce	Encourage staff participation in professional organizations
Jun 02	Jun 03	Make information available	MAJCOM	Workforce	Encourage staff participation in prof orgs
Jun 02	Jun 03	Use cross-feeds, trip reports, and conference reviews	MAJCOM	Workforce	Encourage staff participation in professional organizations
Jul 02		Request News & Views quarterly input	MAJCOM	Workforce	Establish a cross-feed program identifying innovative ideas.
Aug 02	Aug 02	Identify partners (get name, office, email address, phone number)	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level..

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OPR: MAJCOM (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Aug 02	Sep 02	Identify items already being purchased	MAJCOM	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Aug 02	Dec 02	Institute cross-marketing within the Services Squadron	MAJCOM	Partnership	Collaborate with your advocacy partners to improve programming
Aug 02	Dec 02	Identify programs and services that are relevant to each market segment	MAJCOM	Programs	Build self-development programs for the AF community
Aug 02	Dec 02	Examine needs assessment for market segments and their needs	MAJCOM	Programs	Build self-development programs for the AF community
Aug 02	Dec 02	Identify programs and services that are relevant to each market segment	MAJCOM	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Aug 02	Dec 02	Examine needs assessment for market segments and their needs.	MAJCOM	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Aug 02	Dec 02	Identify items needed at Base, MAJCOM, and Air Staff level <ul style="list-style-type: none"> - Ask MAJCOM/AF organizations what is needed (standard items) - Review base level orders 	MAJCOM	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Aug 02	Dec 02	Identify problems; e.g., timeliness, responsiveness	MAJCOM	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03

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OPR: MAJCOM (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Oct 02	Nov 02	Analyze the EAP	MAJCOM	Programs	Develop plan for Education Assessment Program (EAP), AFI 36-2306
Oct 02	Dec 02	Interface with advocacy partners	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Nov 02		MAJCOMs share cross-feed through Discussion List	MAJCOM	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03
Nov 02	Feb 03	Identify inconsistencies at MAJCOM level by	MAJCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Nov 02	Feb 03	MAJCOM tasks library directors, QAEs, and Flight Chiefs to validate the process is being applied correctly	MAJCOM	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Nov 02	Mar 03	Identify the inconsistencies at MAJCOM level by working with SVF and FM	MAJCOM	Resources	Assess the architecture for financial budgeting for local and central funds.
Nov 02	Mar 03	MAJCOM tasks library directors, QAEs, and flight chiefs to validate the process is being applied correctly	MAJCOM	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Jan 03	Feb 03	Assess needs of customers	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Jan 03	Feb 03	Prioritize needs	MAJCOM	Programs	Build literacy programs and services for youth and other applicable groups.

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OPR: MAJCOM (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jan 03	Feb 03	Identification of barriers	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Jan 03	Feb 03	Define how we're unique from off-base libraries	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Jan 03	Feb 03	Determiner facts to be gathered and how to gather them	MAJCOM	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Jan 03	Feb 03	Prioritize needs	MAJCOM	Programs	Build self-development programs for the AF community
Jan 03	Apr 03	Identify opportunities to consolidate	MAJCOM	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Jan 03	Apr 03	Find solutions to problems	MAJCOM	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Jan 03	May 03	Collaborate with other base activities to develop applicable programs identified in the needs assessment; e.g., Family support for personal finance, transition assistance, etc.	MAJCOM	Partnership	Collaborate with your advocacy partners to improve programming

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OPR: MAJCOM (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jan 03	May 03	Establish relationships with local, regional, and national organizations at base, MAJCOM, and AF level identified in Advocacy goal; e.g., ALA, MLD, local consortia, state library associations, etc.	MAJCOM	Partnership	Establish relationships with external library organizations
Feb 03	Jun 04	Determine programs eligible for sponsorship at AF, MAJCOM, and base level utilizing the needs assessment	MAJCOM	Partnership	Implement Corporate Sponsorship program
Feb 03	Jun 04	Determine programs eligible for sponsorship at AF, MAJCOM, and base level utilizing the needs assessment	MAJCOM	Partnership	Implement Corporate Sponsorship program
Mar 03	May 03	Cost out program	MAJCOM	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Mar 03	Mar 03	Determine programs to meet need	MAJCOM	Programs	Build self-development programs for the AF community
Mar 03	Mar 03	Determine programs to meet need	MAJCOM	Programs	Build literacy programs and services for youth and other
Mar 03	May 03	Cost out program	MAJCOM	Programs	Build self-development programs for the AF community
Apr 03	May 03	Coordinate and implement solutions to problems	MAJCOM	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03

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OPR: MAJCOM (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
May 03	Jun 03	Purchase materials	MAJCOM	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Jun 03		Use the SAVs and New Library Director Orientations for validation and training	MAJCOM	Resources	Train base level librarians about the mechanics of the budget process and financial reporting. Complete by Apr 04
Jun 03		Use the SAVs and New Library Director Orientations for validation and training	MAJCOM	Resources	Train base level librarians to integrate all aspects of program planning into the budget process. Complete by Apr 04
Jun 03 breakout	Jun 03 breakout	Include upcoming training during training sessions	MAJCOM	Workforce	Identify relevant regional library conferences and training opportunities
Jun 03	Jun 04	Implement program	MAJCOM	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Jun 03	Jun 04	Evaluate the program	MAJCOM	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Jun 03	Jun 04	Implement the program	MAJCOM	Programs	Build self-development programs for the AF community
Jun 03	Jun 04	Evaluate the program	MAJCOM	Programs	Build self-development programs for the AF community

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OPR: MAJCOM (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Sep 03	Sep 03	Survey field for current status and requirements/needs	MAJCOM	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
Oct 03	Oct 03	Check for implementation by RMFCs through library directors, QAEs, and flight chiefs	MAJCOM	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
Nov 03	Nov 03	MAJCOM validates through review of the LARP with DoD financial report	MAJCOM	Resources	Implementation of the process through all base level RMFCs. Complete by Apr 04
Apr 04	Up to AFCA	Test systems to meet certification and accreditation requirements	MAJCOM	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
After Apr 04	After Apr 04	Purchase	MAJCOM	Technology	Develop specifications for and acquire a standard ILS and commercial ISP for AF libraries. Complete by FY04
FY05	FY05		MAJCOM	Facilities	Advocate facility improvements

OPR: BASE

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
11-13 Jun 02	11-13 Jun 02	Utilize the Swap/Shop during the annual AF Librarians Breakout held in conjunction with ALA	Base	Workforce	Establish a cross-feed program identifying innovative ideas. Complete by Jun 03
Aug 02	Aug 02	Identify partners (get name, office, email address, phone number)	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level.

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OPR: BASE (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Aug 02	Sep 02	Identify items already being purchased	Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Aug 02	Dec 02	Institute cross-marketing within the Services Squadron	Base	Partnership	Collaborate with your advocacy partners to improve programming
Aug 02	Dec 02	Identify programs and services that are relevant to each market segment	Base	Programs	Build self-development programs for the AF community
Aug 02	Dec 02	Examine needs assessment for market segments and their needs	Base	Programs	Build self-development programs for the AF community
Aug 02	Dec 02	Identify programs and services that are relevant to each market segment	Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Aug 02	Dec 02	Examine needs assessment for market segments and their needs.	Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Aug 02	Dec 02	Identify items needed at Base, MAJCOM, and Air Staff level <ul style="list-style-type: none"> - Ask MAJCOM/AF organizations what is needed (standard items) - Review base level orders 	Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Aug 02	Dec 02	Identify problems; e.g., timeliness, responsiveness	Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03

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OPR: BASE (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Aug 02	Dec 02	Determine facts to be gathered and how to gather them	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Aug 02	Dec 02	Assess needs of customers	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Aug 02	Dec 02	Define how we're unique from off-base libraries	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Aug 02	Dec 02	Identification of barriers	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.
Aug 02	May 03	Participate in Right Start and FTAC orientations, advisory councils, community councils, and national observance committees	Base	Partnership	Collaborate with your advocacy partners to improve programming
Sep 02	Jun 03	Bases implement guidance	Base	Technology	100% of the bases have static web pages. Achieved by 30 Jun 03
Oct 02	Nov 02	Analyze the EAP	Base	Programs	Develop plan for Education Assessment Program (EAP), AFI 36-2306
Oct 02	Dec 02	Interface with advocacy partners	Base	Advocacy	Develop an advocacy plan for base, MAJCOM, and AF level. Complete plan by 30 Sep 03.

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OPR: BASE (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Nov 02	Feb 03	MAJCOM tasks library directors, QAEs, and Flight Chiefs to validate the process is being applied correctly	Base	Resources	Assess the architecture for financial reporting for local funds. Complete by Apr 03.
Nov 02	Mar 03	MAJCOM tasks library directors, QAEs, and flight chiefs to validate the process is being applied correctly	Base	Resources	Assess the architecture for financial budgeting for local and central funds. Complete by Apr 03.
Nov 02	Jun 03	Implement	Base	Technology	25% of the bases have dynamic web pages (Achieved by Jun 03)
Jan 03	Feb 03	Prioritize needs	Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Jan 03	Feb 03	Prioritize needs	Base	Programs	Build self-development programs for the AF community
Jan 03	Feb 03	Determine programs to meet need	Base	Programs	Build self-development programs for the AF community
Jan 03	Feb 03	Determine programs to meet need	Base	Programs	Build literacy programs and services for youth and other
Jan 03	Mar 03	Develop an MOU template for institution support with education based on the results of the EAP analysis	Base	Partnership	Collaborate with your advocacy partners to improve programming
Jan 03	Apr 03	Identify opportunities to consolidate	Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03

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OPR: BASE (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Jan 03	Apr 03	Find solutions to problems	Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Jan 03	May 03	Collaborate with other base activities to develop applicable programs identified in the needs assessment; e.g., Family support for personal finance, transition assistance, etc.	Bases	Partnership	Collaborate with your advocacy partners to improve programming
Jan 03	May 03	Establish relationships with local, regional, and national organizations at base, MAJCOM, and AF level identified in Advocacy goal; e.g., ALA, MLD, local consortia, state library associations, etc.	Base	Partnership	Establish relationships with external library organizations
Jan 03	May 03	Collaborate with civilian organizations to develop mutually beneficial programs	Base	Partnership	Establish relationships with external library organizations
Feb 03	Jun 04	Collaborate with Marketing to develop programs for commercial sponsorships	Base	Partnership	Implement Corporate Sponsorship program
Feb 03	Jun 04	Collaborate with Marketing to develop programs for commercial sponsorships	Base	Partnership	Implement Corporate Sponsorship program
Feb 03	Jun 04	Determine programs eligible for sponsorship at AF, MAJCOM, and base level utilizing the needs assessment	Base	Partnership	Implement Corporate Sponsorship program

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OPR: BASE (Cont'd)

START DATE	END DATE	TASK	OPR	KRA	AFLIS OBJECTIVE
Mar 03	May 03	Cost out program	Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Mar 03	May 03	Cost out program	Base	Programs	Build self-development programs for the AF community
Apr 03	May 03	Coordinate and implement solutions to problems	Base	Programs	Office Support – Increase consolidated buys: Online databases, reference materials, etc. Complete by Jun 03
Jun 03	Jun 03	Create PME links on library homepages	Base	Programs	Deliver PME support through links to PME website resources; e.g. AUL.
Jun 03	Jun 04	Implement program	Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Jun 03	Jun 04	Evaluate the program	Base	Programs	Build literacy programs and services for youth and other applicable groups. Complete by Jun 04.
Jun 03	Jun 04	Implement the program	Base	Programs	Build self-development programs for the AF community
Jun 03	Jun 04	Evaluate the program	Base	Programs	Build self-development programs for the AF community
FY05	FY05		Base	Facilities	Advocate facility improvements